

Broughton Primary School & Nursery Parent Council

Annual General Meeting (AGM)

Wednesday 26 August 2026

Attendees:

Steve Hubbard	Chair
Maria Gowans	School Head
David Borthwick	School Senior Leadership Team
Samantha Rushforth	School Senior Leadership Team
Elena Samoletova	Treasurer
James York	Deputy Chair
Xanthe Hancox	Gardening and Cooking Representative
Anna Hatton	
Stephen Jamieson	
Miguel Des Santos Fernandes	
Stine Nielsen	
Veronika Jurečková	
Andrew Matheson	
Mohammod Arbab	
Abram Thaw	
Jennifer Thaw	
Daniel James-Watling	
Robert Pollock	Secretary

1. Welcome, apologies and introductions

2. AOB call and agenda review

3. Minutes of the last AGM meeting (August 2024)

The minute was accepted.

4. Chairs report – Including look back and look forward – Steve Hubbard

Steve circulated the chair's report, attached as Annex A.

5. Treasurers Report

Elena circulated the Treasurer's report, attached as Annex B.

ACTION

- Mrs Rushforth to confirm to Eleana which Cultural Fund Trips in 2025/26 for P1-P4 took place?

ACTION

- Veronica to send a breakdown to Eleana of Cultural Fund spend in 2025/26 on P5/P6/P7 trips to enable Elena to reconcile account of cultural fund spend with School Administration records.

ACTION

- PC and School to discuss allocation of Cultural Funds 2026/27.

ACTION

- Robert to take his ID to Virgin Money Branch Queen Street and register as an account holder of the Virgin Account to enable new account holders to be added and ineligible account holders to be removed.

6. Appointment of independent examiner for accounts

ACTION

- Robert to invite parent Dionne McLaughlin to be Independent Examiner of the Accounts again this year?

7. School Update from Head Teacher (Verbal) – Maria Gowans

Maria reported that a priority had been to increase confidence of practitioners to deliver language and mathematics lessons using digital mediums. A school maths working group had ensured that City of Edinburgh Council (Council) standards had been met.

The Council had updated its Positive Relationships and Behaviour Policy. The policy sets out the Council's aim of understanding of the impact of nurturing relationships and inclusive relational practice on all learners and staff. The policy supports ASN staff in understanding, and provides approaches and strategies to respond to, children and young people if dysregulated and distressed.

The update was expected to be around consistency of language in relation to early years and P1 and would be shared with Parent Council when it becomes available.

Maria confirmed that Outdoor Learning will be once a week for all learners. And that the P7 Leavers event will be on Tuesday 29 June 2027.

Maria had provided the calendar of key dates for session 2026/27 to the parent council.

8. FAB programme of events for 2026/27 – Including agreeing any leads for events

Jenny had stepped down as Edinburgh Marathon Festival team entry coordinator for the school. It was agreed to cancel the Spring Disco this year to ensure volunteer numbers for remaining events.

A programme of Parent Council events was agreed, attached as Annex C.

ACTION

- Robert to arrange school lets for 25 September FAB Café and 30 October Halloween Disco.

ACTION

- Parent Council to identify a new Edinburgh Marathon Festival team entry potentially combining ParkRun as the training dates.

9. Election of Office Bearers

The Parent Council agreed to nominate and appoint the following office bearers for 2026/27:

Chair	Steve Hubbard
Treasurer	Elena Samoletova
Secretary	Daniel James-Watling
Vice Chair	James York
Friends at Broughton (FAB) Events Coordinator	VACANT
Gardening & Cooking Representative	Xanthe Hancox & Barbara Johnson
Independent Accounts Examiner	Dionne McLaughlin
Nursery Year Rep	VACANT
P1 Year Rep	Stine Nielsen
P2 Rep	Kirsten Ramsey
P3 Rep	Janette Laurente & Anna Hatton
P4 Rep	Kirsten Ramsey
P5 Rep	Sue Perkins
P6 Rep	Pauline Oh
P7 Rep	Robert Pollock

ACTION

- Sam Rushforth to approach Nursery with the aim of identifying a parent/carer Rep for those year groups.

10. Other brief discussion items:

- **'Future of playground' project - Where are we now? - James York**
- **Future of events and opportunities in direct fundraising**
- **Support for school activities**

Xanthe gave an update on the Future Playground Project that she and James had been working with the Council and Developers CCG to create a non-concrete playground utilising developer community benefits.

Smart Cookies after school club (ASC) closed just before the start of the new academic session owing to it being financially unviable. Families whose children were picked up from Broughton to attend Smart Cookies ASC have been affected. The Early Years Strategic Development Officer (EYSDO) with responsibility for school age childcare in North Edinburgh has been in discussions with Broughton after school clubs and the head teacher to explore whether they are able to expand their after school service. However, Broughton Primary ASC is currently not able to expand their service. A new afterschool club called Bellevue After School club was proposed by Mary which would be run as a charity and Mary is actively seeking Trustees from the Parent Forum.

ACTION

- Steve to send the request from Bellevue After School club seeking charity trustees to Maria who agreed to circulate the request to the Parent Forum.

ACTION

- Parent Council/Kirsten to provide an advice note for parents and carers of the P1 in-take before the sign-up date outlining what afterschool provision is available including activities to children for inclusion on the school website and on the Parent Council Facebook page.

11. Parent Council administration items:**12. Future meeting dates, as per Calendar – Steve Hubbard****13. AOB**

It was confirmed that Class fundraising like Grow a Fiver to fund school trips was independent of Parent Council.

ACTION

- Parent Council/Kirsten to consult children on events run by Parent Council to seek views on the range of activities/prices/level of enjoyment/seeking alternative ideas.

Date of Next meeting

- Wed Oct 8th Online- 6.30pm -8pm

END

ANNEX A.

Chairs Report Broughton Primary School Parent Council AGM 26 August 2026

Introduction

I am writing this after my first full year of involvement with the Parent council, which has included many 'first' events and activities, be they city wide parent council forums, council led consultation meetings, or (more enjoyably) school based events and activities for children.

It has been a busy year and it feels like we've managed to maintain good outcomes with funding for school activities and subsidies for trips maintained or increased, and the majority of planned events going ahead successfully, albeit some time in a slightly different format.

All these things take time and care and commitment, so thank you to all volunteers, in whatever role you have played over the last year – and indeed thankyou in advance for those who are able to give time and commitment in the coming year. A further thanks also goes to the School staff who make themselves available, contribute and are ever present and supportive of our work.

Values and Objectives

The main aims of the **Parent Council** are:

- To support the school in its work with pupils
- To represent the views of parents
- To promote contact between the school, parents, pupils, providers of nursery education and the community
- To report to the Parent Forum
- To be involved in the appointment of senior promoted staff.
- To raise funds for activities and trips to the benefit of pupils- see Friends At Broughton (**FAB**) for more information

And to do so within and promoting our values of inclusion, equality and diversity in all our activities and communications. And of course, to welcome new families to our school community.

Activity in 2025/26

Maintaining the activities and events in 2025 /26 was undoubtably a challenge. It has been difficult to find volunteers willing to take on organising roles and lead on events planning. As a result, this falls to a similar small group each time, and is likely unsuitable. As a result, some events were curtailed this year (The café became a bake sale, and we didn't have the spring disco). We do have plenty of volunteers 'on the day' to help out, and that's great, as certainly the events couldn't go on without those people. Stepping up for those 2-3 hours (or maybe the full day in the case of the fair). So, the community seems strong, but peoples availably and capacity to help with planning and organising less so.

Events and Activities planned for 2026/27

Currently we have another year of good activities planned with the holistic objectives of improving the school environment, fundraising and providing social activities from children and families.

Of course, all these events couldn't go ahead without volunteers to both lead on them, planning and organising; but also, to volunteer at them supporting the event happening directly. Whatever time volunteers can give is welcomed, and hopefully there are a range of opportunities to get involved.

This years planned events currently include:

Fri 25 September 26	Friends at Broughton café and pre-Loved Uniform sale (Post meeting note – now bake Sale)
Thurs 29 October 26	Halloween Disco (date tbc) (Post meeting Note now Fri 30 th)
Sun 1 November 26	Pre-Winter Playground tidy Up
Fri 27 November 26	Friends at Broughton Winter Cafe
Fri 29 January 27	Friends at Broughton Family Night
Sun 28 Feb 27	Spring Playground Tidy up
Fri 26 March 26	Spring Disco (TBC)
Sat 29 May 26	EMF race weekend – Children's races
Tues 1 June	Sports Day Tuck Shop
Sat 5 June	Friends at Broughton Summer Fair

Finances

Finances remained fairly strong with income from events maintained at around £5,700. Funds committed to support school activities was increased to £6,813; with £2450 going to the culture fund for all classes, £3,413 specifically on subsidies to the P5 and P6 trips and £950 for the P7 Laganlia Coach costs. Obviously therefore spending some of the previously accumulated reserves. There were no specific (or significant) additional grants and projects in this year unlike the previous year, where we had received some Tesco community funding and Leith Choose funding. So whilst we remain in a good place, finance will get tighter and funding for children's activities will come under pressure if we don't increase income over the next couple of years. Further information is available in the treasurers report.

Summary and Conclusions

Another busy year, but we need to be aware that both activity levels and fundraising are struggling due to volunteer numbers, that said I am confident we will achieve a good balance of events and activity this coming year.

Finally, as well as thanking the volunteers and the school staff we do need to thank everyone who attended an event, replied to a consultation survey, donated Uniforms, money and/or cakes. The Parent Council is supporting a great and active community focus around Broughton primary School and Nursery, so please where you can support it.

Steve Hubbard

Chair Broughton Primary School and Nursery Parents Council

ANNEX B.

Treasurer's report Broughton Primary School Trust AGM for year 2025/2026

	From the start of the year to the previous GM	From previous GM to current AGM	Total
	01/08/2025 - 13/05/2026	14/05/26 - 31/07/26	
At the beginning of the period	20,574.68	14,756.40	20,574.68
Income	5,081.88	2,997.63	8,079.51
Expenditure	-10,886.46	-1,138.01	-12,024.47
At the end of the period	14,756.40	16,616.02	16,629.72

Income/Expenditure for the period 14/05/26 - 31/07/26

<i>Income/Expenditure</i>	<i>Description</i>	<i>Amount</i>
Receipts	Lottery	16.20
	P1 visit donations	34.35
	sports day	274.07
	Summer fair	1,950.51
	Summer raffle	722.50
Receipts Total		2,997.63
Payments	Administrative expenses (School let, lottery licence, creche)	-85.50
	Bank charges	-19.12
	End of term staff gifts	-35.00
	Nursery shed	-464.99
	sports day	-137.89
	Summer fair	-395.51
Payments Total		-1,138.01
Grand Total		1,859.62

Expenses

Description	Expenditure planned and agreed	Payments made/ adjustments	Planned expenditure carried forward	Period when expenses were approved	Notes
Nursery Garden shed	455.99	-464.99	0.00	2024/25	Paid in May
Tesco grant	1,500.00	-1,350.82	149.18	2024/25	to be spend for Forest school
Planters	500.00			2024/25	
Total historical expenses			149.18		
Culture Fund 2025/26	2,450.00		2,450.00	2025/26	School to submit a breakdown of spending
P5 and P6 trips 2025/26	3,413.40		3,413.40	2025/26	School to submit a breakdown of spending
Laganlia coach 2026/27	950.00		950.00	2025/26	School to send an invoice
Expenses 25/26			6,813.40		
Total expenses			6,962.58		

Available funds after committed expenses **9,667.14**

Year 25/26 total

<i>receipts/payments</i>	<i>Description</i>	<i>Amount</i>
Receipts	CEC grant	680.80
	EMF	0.97
	Halloween Disco	1,163.85
	Lottery	80.35
	Misc sales (Tote bags)	11.00
	P1 visit donations	34.35
	Raffall - winter	1,069.20
	Sept café	465.55
	sports day	274.07
	Spring disco/ spring cafe	485.88
	Summer fair	1,950.51

<i>receipts/payments</i>	<i>Description</i>	<i>Amount</i>
	Summer raffle	722.50
	Tesco Grant	375.00
	Winter café	682.48
	Winter trail and kids raffle	83.00
Receipts Total		8,079.51
Payments	Administrative expenses (School let, lottery licence , creche)	-132.40
	Bank charges	-23.85
	Culture Fund 2023	-1,865.00
	Culture Fund 2024	-1,907.10
	End of term staff gifts	-76.94
	Gardening misc	-96.99
	Halloween Disco	-382.46
	Lagganlia Dec 2025	-1,100.00
	Lottery	-20.00
	Misc sales (Tote bags)	-0.25
	Mural costs	-2,251.96
	Nursery shed	-464.99
	P5 P6 trips 24/25	-1,575.00
	Sept café	-12.14
	sports day	-137.89
	Spring disco/ spring cafe	-20.00
	Summer fair	-395.51
	Tesco Grant	-1,350.82
	Winter café	-210.72
	Winter trail and kids raffle	-0.45
Payments Total		-12,024.47
Net		-3,944.96

Parent Council's events

Net income per event	2025/2026	2024/2025	2023/2024
Sept café	453	446	280
Halloween Disco	781	728	623
Winter café	472	676	421

Raffall - winter	1069	583	815
Winter trail and kids raffle	83	0	0
Quiz night	0	221	67
Spring disco	0	451	453
Spring cafe	466	-450	213
Summer fair	1555	2268	2250
Summer raffle	723	763	321
Sports day	136	263	269
Lottery	60		
Total	5738	5949	5713

- Amendment of signatories on VM account - in progress
- Independent examiner for accounts 26/27 - TBC
- School lottery licence to be renewed before December 26

ANNEX C.**FAB Programme of Events 2026/27**

Broughton Primary School Parents Council Agreed Events Calendar 2026-27

Month	Date	Activity
August	Monday 10	In-service Day
	Tuesday 11	In-service Day
	Wednesday 26	Parent Council Annual General Meeting (AGM In-person)
September	Wednesday 2	Meet the Teacher event 18:00-19:30 (Two 45-minute sessions)
	Monday 14	Autumn Holiday
	Friday 25	FAB Café and preloved uniforms
	Friday 25	FAB Café and preloved uniforms and Halloween costumes sale
	29 Sep	Parents' Consultations: Part One (16:00-19:00)
October		
	1 Oct	Parents' Consultations: Part Two (16:00-19:00)
	Wednesday 7	Parent Council Meeting (Online)
	Friday 9	End of Term
	Monday 19	In-service day
	Monday 26- 30	P7 go to Lagganlia
	Friday 30	FAB Halloween Disco
November	Sunday 1	FAB: Playground Tidy Up
	Thursday 19	Parent Drop in – end of day
	Wed 25 Nov	Parent Council Meeting (In person)
	Friday 27	FAB Winter café
	Wednesday 16	Church Celebrations
	Friday 18	End of Term
January 2027	Tuesday 5	In-service Day
	Friday 29	FAB Family (Quiz/Games) Night
February 2027	Friday 12	End of Term
	Monday 22	All Resume
	Wednesday 24	Parent Council Meeting (online)
	Sunday 28 Feb	FAB: Playground Tidy
March 2027	Wednesday 3	Parent Council Meeting (online)
	Tuesday 23	Parents' Consultations: Part One (16:00-19:00)
	Thursday 25	Parents' Consultations: Part Two (16:00-19:00)
	Friday 26	Good Friday holiday (school closed)
	Monday 29	Easter Monday (school closed)
April 2027	Friday 2	Term ends
	Tuesday 20	All resume

	Wednesday 28	Parent Council Meeting (In person)
May 2027	Monday 3	May Holiday
	Tuesday 4	In-service Day
	Friday 14	School Drop-in 09:00-09.45
	Monday 24	Victoria Day Holiday
	Tuesday 25	Nursery Sports Day: Part One
	Thursday 27	Nursery Sports Day: Part Two
	Saturday 29	FAB: Edinburgh Marathon Weekend
June 2027	Tuesday 1	Sports Day: P1-P3 (11.15-12.15). Picnic Lunch, P4-P7 (13.15-14.45). Parent Council Sports Day Stall
	Thursday 10	P7 School Show TBC
	Saturday 5	FAB: Summer Fair
	Tuesday 15	P7 three-day transition begins
	Wednesday 16	P1 Transition Event
	Tuesday 29	End of Term, P7 Leavers Event.